



DEPARTMENT OF THE ARMY
OFFICE OF THE SECRETARY OF THE ARMY
107 ARMY PENTAGON
WASHINGTON, D.C. 20310-0107

Office, Chief Information Officer/G-6

S: 31 August 2005
S: 30 September 2005

SAIS-GK

22 JUL 2005

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Consolidated Buy (CB) for Desktop and Notebook Computers

1. Reference Army Regulation 25-1, "Army Knowledge Management and Information Technology Management," paragraph 6-2, designating the Army Small Computer Program (ASCP) as the primary source for establishing commercial Information Technology (IT) contracts for use by Army customers.
2. As part of its designated function, ASCP, in coordination with IT E-Commerce and Commercial Contracting Center (ITEC4), is developing negotiated bulk purchase pricing of commercial desktop and notebook computers. The Army Desktop and Mobile Computing (ADMC) agreements will be used to consolidate Army requirements and result in efficiencies and cost savings while satisfying worthiness goals through standardized capabilities. The agreements will also allow flexibility in selecting original equipment manufacturers and vendor providers, in accordance with applicable laws and regulations.
3. In order to maximize cost savings through quantity discounts, all Army desktops and notebooks shall be ordered through the Consolidated Buy (CB) utilizing ADMC agreements. Mission critical requirements and those requirements not satisfied by the CB specifications may be satisfied at any time utilizing the Exception Process. See enclosure for exception criteria and procedures.
4. Army purchasers shall process their requirements for desktop and/or notebook computers through ASCP in accordance with the ASCP CB Information and Instructions (enclosure). Out-of-cycle mission critical purchases can still be purchased through ASCP. The CB instructions, along with product descriptions and detailed ordering procedures, will be posted on the ASCP Web site: <https://ascp.monmouth.army.mil>.
5. Two (2) annual CB periods are planned, one in February/March and the other in August/September. ASCP will consolidate customer requirements that have been received and funded and forward them to ITEC4, which will, in turn, identify applicable item unit prices based on consolidated requirements. Final vendor and product pricing information will be posted to the ASCP Web site for Army-wide ordering during the

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second month of each period. Orders will be issued to selected vendors by individual Army customer's procuring contracting officer at the published unit prices.

6. Based on this procedure, the FY2005 period for submitting funded requirements for the first ADMC buy is 1-31 August 2005. The period for issuing orders is 1-30 September 2005.

7. My point of contact for this action is Mr. Brian Rieth, e-mail: brian.rieth@us.army.mil, DSN: 987-6589, Comm: 732-427-6589.



STEVEN W. BOUTELLE
Lieutenant General, GS
Chief Information Officer/G-6

Encl

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US ARMY CONTRACTING AGENCY

Army Small Computer Program (ASCP)
Consolidated Buy (CB)
Information and Instructions

4th Quarter FY2005
11 July 05

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SECTION 1 - CB Background Information & Process Overview

Background Information

The Army Small Computer Program (ASCP) is the organization responsible for implementing consolidated buys of desktop and notebook computers and monitors for the Army at the enterprise level. The "Consolidated Buys (CBs)" are in direct support of the Army Chief Information Officer/G-6 strategy for acquiring these devices and are the preferred and most cost effective approach to meeting these requirements. Two CB periods are planned yearly (Feb/Mar and Aug/Sep).

Process Overview

1. ASCP, in coordination with U.S. Army Network Enterprise Technology Command (NETCOM)/9th Army Signal Command (ASC) and the Information Technology E-Commerce and Commercial Contracting Center (ITEC4), determines appropriate minimum specifications for two configurations each of desktop and notebook computers.
2. ITEC4 solicits tiered (i.e. range) prices from vendors holding Blanket Purchase Agreements (BPAs) on Army Desktop and Mobile Computing (ADMC) vehicles.
3. Customers coordinate with their installation Director of Information Management (DOIM), through signature approval, regarding their configuration requirements and obtain DOIM signature on the Customer Submittal Cover Sheet (Enclosure 1).
4. Customers access the ASCP website (<https://ascp.monmouth.army.mil>) to review and choose configurations and identify appropriate tiered prices.
5. Customers identify requirements by entering data onto ASCP-posted CB customer package. This package consists of the Submittal Cover Sheet and Item Order Sheets.
6. Customers send their completed package to their procuring contracting officer (PCO) along with funding. Funding amounts will be based on the designated unit prices published on the ASCP website.
7. PCOs will submit a valid copy of the customer order, with copy of funding document, to ASCP before issuing orders.
8. All funded requirements will be merged with other Army funded requirements for similar items to obtain quantities. At the close of the requirements collection process, ASCP will consolidate quantities of Original Equipment Manufacturers (OEM)/specific items to determine the consolidated quantities.
9. ITEC4 will review the consolidated quantities and determine applicable tiered prices. Determination may include request for best and final offers from affected vendors.

10. Upon determination of applicable prices, ASCP will post the vendor final prices to its website.
11. Customer's designated PCOs will adjust prices as necessary and issue orders directly to the vendors. A copy of the order will be submitted to ASCP.
12. Requirements that arise after the consolidation period (but during the CB ordering period) will be issued by the customer's designated PCO directly to the vendor at the ASCP published prices. Copy of the order will be submitted to ASCP.

SECTION 2 - Customer CB Schedule of Events

Fourth Quarter (4Q) FY05 CB schedule is as follows:

- August 1 – 31: Customer funded requirements collected
- August 30 – Sep 2: ASCP/ITEC4 CB consolidation
- September 6 – 30: Customer PCO place orders IAW ordering procedures

SECTION 3 – Customer CB Exception Process

1. Requiring organizations must prepare an exception justification to use any vehicle other than the CB process under the ADMC agreements.
2. To ensure consistency with Army Knowledge Management goals and Information Assurance policy, the exception justification will be reviewed and validated by the installation DOIM prior to submitting it to the approval authority. Desktop/laptop equipment purchased from industry sources must conform to the requirements specified in NETCOM TECHCONs for baseline configuration.
3. The exception approval authority is an O6/GS-15 equivalent, or above, at the requiring activity.
4. Army organizations must obtain an exception prior to entering into any desktop and notebook agreement, with a copy provided for the contract order file.
5. Exception justifications may include any of the following:
 - a. Urgency – Requirement needs to be procured outside the designated CB periods.
 - b. Non-CB configurations – Required desktop or notebook configurations and/or capabilities differ substantially from the CB designated configurations, to include their upgrades.
 - c. Mandatory outside continental United States (OCONUS) host country agreement conflicts with procuring Information Technology (IT) products and services.

6. Organizations receiving an exception must provide a copy each to ASCP and the organization's major command CIO (or equivalent) during the requirements period.
7. Upon exception approval the contracting officer may issue the order directly to industry in accordance with (IAW) local procedures and Army Regulation 25-1, Army Knowledge Management and Information Technology Management.

SECTION 4 – Customer CB Ordering Information

Timeframes (4th Qtr FY05)

August '05

1. Customers access ASCP website (<https://ascp.monmouth.army.mil>)
 - a. Review and choose configurations
 - b. Identify tiered prices
2. Customer coordinates with their installation DOIM prior to completing their order.
3. Customers complete the customer package items as follows:
 - a. Customer Submittal Cover Sheet (Encl 1)
 - b. Item Order Sheets (Encl 2a and/or 2b)
4. Customers submit customer packages to their designated PCO IAW local procedures.
5. PCOs submit the following to ASCP:
 - a. Completed customer package
 - b. Copy of funding document (e.g. MIPR, PRC) for the total maximum amount indicated on the 'Item Order Sheet(s).'
 - c. By:

FAX to: (732) 532-5185 DSN: 992-5185

-or-

E-mail File (Subject: CB Order) as attachments to:
sfae-ps-ei-scp-Itemart@mail1.monmouth.army.mil
6. ASCP will verify receipt of submittal from PCO via e-mail no later than the close of business (COB) on the next business day, providing a designated "ID Number" for tracking purposes.

September '05

ASCP will announce publication of vendor discounted unit price(s) on 2 Sep.

Customer PCOs will issue orders thru 30 September 2005 based on published prices, with copy provided to ASCP. The PCO shall identify any ASCP designated "ID Number" (for accepted consolidated orders) as part of the order.

SECTION 5 - CB Assistance

Where do I go for help? *ASCP CB hotline: 1-888-232-4405*

SECTION 6 – Frequently Asked Questions

Question: What if the final consolidated price is less than the amount I submitted to my designated PCO?

Answer: If the final consolidated price is less than the amount submitted to the designated PCO, the customer has the option of receiving a de-commitment or increasing the number of units ordered if requirements change and ordering IAW Federal Acquisition Regulation (FAR) 8.405-1.

Question: What if the CB configurations do not meet my requirements?

Answer: If you require a configuration other than that offered during the consolidated buy, then an 0-6 or civilian equivalent shall approve your justification for an exception to purchase that configuration. In this case, you would follow the normal process for ordering commercial IT, which is to submit an order for purchase outside the CB on another ASCP agreement or to request a waiver from ASCP to purchase the item(s) elsewhere. (Refer to Exception Process-Section 3.)

Question: What if I have immediate needs and cannot wait for the next consolidated buy to occur.

Answer: In the event you cannot wait for the next CB, then an 0-6, GS-15 or civilian equivalent shall approve your justification for exception to purchase outside the consolidated buy period. (Refer to Exception Process-Section 3.)

Question: What image will the contractor be responsible for loading?

Answer: NETCOM requires Army Gold Master (AGM) loads on each computer. Any exceptions you have to this should be noted on the Customer Submittal Cover Sheet (customer package, Enclosure 1).

Question: What if I need to add items to the order other-than-CB Options and Upgrades?

Answer: Further upgrades or options available on a vendor's BPA may be added to your order by your PCO as a separately negotiated line item, IAW FAR Part 8.4 procedures.

Customer Package Enclosures

Enclosure 1 – Customer Submittal Cover Sheet

Enclosure 2 – Consolidated Buy Item Order Sheets

2a – Desktops

2b – Notebooks

Enclosure 1
Customer Submittal Cover Sheet

(Customer) Activity _____ Major Command _____
Customer Location _____
PCO Name _____ e-mail _____ Phone: _____
Customer POC _____ e-mail _____ Phone: _____
Funding POC _____ e-mail _____ Phone: _____
Image POC _____ e-mail _____ Phone: _____

Signature - DOIM Validation _____ Date _____
Name _____ Title _____

1. Item Order Sheet Enclosures being submitted with this Cover Sheet:

Enclosure 2

_____ Desktop (2a)
_____ Notebook (2b)

Customer Funding Document # _____

2. Deliveries are: _____ CONUS _____ OCONUS
(Complete and submit separate item order sheets for CONUS & OCONUS requirements)

3. Special Instructions: _____

4. Customer submits this completed cover sheet, completed enclosures and funding document to their supporting PCO.

5. Upon review and acceptance, PCO submits this completed cover sheet, completed enclosures and copy of funding document to ASCP by either:

FAX to: Commercial (732) 532-5185 DSN: 992-5185
-or-
E-mail files (Subject: CB Order) to: sfae-ps-ei-scp-Itemart@mail1.monmouth.army.mil

Following for ASCP use only:

ASCP review of above submittal and order acknowledgement provided to customer PCO no later than COB next business day:

ASCP ID # _____
Date Received _____ Date Clarification/Correction Requested _____
_____ Accepted/Date _____
_____ Rejected/Date _____

If rejected, reason: _____

ASCP POC _____
Phone Number _____
E-mail _____

Enclosure 2a
Item Order Sheet
Desktop Requirement

(Complete, print, and submit below information to ASCP)

Customer Activity _____

POC _____

POC Phone _____

Select below ADMC Vendor with desktops that satisfy your requirement and the quantities only of each item (Vendor specifications and prices on ASCP website <https://ascp.monmouth.army.mil>):

Small Form Factor Desktop

<u>Vendor</u>	<u>BPA #</u>	<u>OEM</u>	<u>Vendor</u>	<u>BPA#</u>	<u>OEM</u>
Apptis	DAAB15-01-A-1010		GTSI	DAAB15-01-A-1006	
CDW	DAAB15-01-A-1002		Igov	DAAB15-01-A-1007	
MPC	DAAB15-01-A-1009		Insight	DAAB15-01-A-1003	
Dell	DAAB15-01-A-1005				

Small Form Factor (SFF) Desktop

SFF Desktop Upgrades

Upgrade Memory

Substitute DVD

Substitute Keyboard w/CAC

<u>Quantity</u>	<u>Tier Unit Price</u>	<u>Extended Amount</u>
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
	<i>SFF Maximum Total</i>	\$ _____

SFF Desktop Monitors

Small Flat Panel Display

Large Flat Panel Display

<u>Quantity</u>	<u>Tier Unit Price</u>	<u>Extended Amount</u>
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____

Mini-Tower Desktop

<u>Vendor</u>	<u>BPA #</u>	<u>OEM</u>	<u>Vendor</u>	<u>BPA#</u>	<u>OEM</u>
Apptis	DAAB15-01-A-1010		GTSI	DAAB15-01-A-1006	
CDW	DAAB15-01-A-1002		Igov	DAAB15-01-A-1007	
MPC	DAAB15-01-A-1009		Insight	DAAB15-01-A-1003	
Dell	DAAB15-01-A-1005				

Mini-Tower Desktop

Mini-Tower Upgrades

Upgrade Memory

Upgrade Large Hard Drive

Added Large Hard Drive

Added Small Hard Drive

Substitute DVD

Substitute Keyboard w/CAC

<u>Quantity</u>	<u>Tier Unit Price</u>	<u>Extended Amount</u>
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
	<i>Mini-Tower Maximum Total</i>	\$ _____

Mini-Tower Desktop Monitors

Small Flat Panel Display

Large Flat Panel Display

<u>Quantity</u>	<u>Tier Unit Price</u>	<u>Extended Amount</u>
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____

○

Desktop & Option Maximum Total \$ _____

Enclosure 2b
Item Order Sheet
Notebook Requirement

(Complete, print, and submit below information to ASCP)

Customer Activity _____
 POC _____ POC Phone _____

Select ADMC Vendor with notebooks that satisfy your requirement and the quantities only of each item
 (Vendor specifications and prices on ASCP website <https://ascp.monmouth.army.mil>):

<u>Mainstream Notebook</u>		
<u>Vendor</u>	<u>BPA #</u>	<u>OEM</u>
Apptis	DAAB15-01-A-1010	
CDW	DAAB15-01-A-1002	
MPC	DAAB15-01-A-1009	
Dell	DAAB15-01-A-1005	

<u>Mainstream Notebook</u>		
<u>Quantity</u>	<u>Tier Unit Price</u>	<u>Extended Amount</u>
_____	\$ _____	\$ _____
Mainstream Notebook Upgrades		
Upgrade Memory	\$ _____	\$ _____
Floppy Drive	\$ _____	\$ _____
Substitute DVD	\$ _____	\$ _____
Mainstream Notebook Total		\$ _____
Mainstream Notebook Options		
Standard Docking Station	\$ _____	\$ _____
Carrying Case	\$ _____	\$ _____
Extra Battery	\$ _____	\$ _____
CAC Reader (PCMCIA)	\$ _____	\$ _____

<u>Lightweight Notebook</u>		
<u>Vendor</u>	<u>BPA #</u>	<u>OEM</u>
Apptis	DAAB15-01-A-1010	
CDW	DAAB15-01-A-1002	
MPC	DAAB15-01-A-1009	
Dell	DAAB15-01-A-1005	

<u>Lightweight Notebook</u>		
<u>Quantity</u>	<u>Tier Unit Price</u>	<u>Extended Amount</u>
_____	\$ _____	\$ _____
Lightweight Notebook Upgrades		
Upgrade Memory	\$ _____	\$ _____
Floppy Drive	\$ _____	\$ _____
Substitute DVD	\$ _____	\$ _____
Lightweight Notebook Total		\$ _____
Lightweight Notebook Options		
Carrying Case	\$ _____	\$ _____
Extra Battery	\$ _____	\$ _____
CAC Reader (PCMCIA)	\$ _____	\$ _____
Notebook & Option Maximum Total		\$ _____